

METRO NASHVILLE PUBLIC S CHOOOLS SOFTWARE PURCHASING AND INSTALLATION PROCESS

1. School Leaders develop an Action Step that identifies strategies that will include the use of intervention and/or instructional software. Collaboration between Principal, School Leadership Team, Tier Level Executive Director, Planning Facilitator, and Cluster Technology Managers (CTM) will be employed to determine the funding source and identify the brand of software. Career and Technical Educational Specialist and Special Education Technical Coordinator will be included in this collaborative effort when applicable.
2. School Leaders consult with the CTM concerning the technical implications of choosing the identified software and verify if software has been approved through the Metro Nashville Public Schools' technical review process. If not previously reviewed, the purchaser obtains a copy of the software and submits it for technical review to the MNPS software advisory committee. (All versions of software upgrades will require a technical review initiated by the CTM).
3. Once it is determined that the technical evaluations have been satisfied, the ordering process begins. A member of the School Leadership team (or CTM) begin the order by entering the purchasing information (product, number of licenses, vendor name, sales contact, cost per unit, etc) on the MNPS Purchasing site <http://007sbaittest/purchasingapp/> and submits the request for purchase. The principal will have identified an approved funding source and the MNPS purchasing guidelines and contractual procedures will be followed through-out the purchasing process.
4. If approved the principal will approve the purchase request and forward to their CTM. If disapproved during the technical review, the team will endeavor to identify an approved resource. Software purchase requests will not be processed without approval of the school's Cluster Technology Manager. Non-approvals may be appealed through Executive Informational Technology Staff.
5. The CTM will ensure that the ASA (where required for Federal funding), any sole source documents (where necessary), and any quotes are attached to the request. Once so verified, the CTM forwards the request to the HelpDesk where a HelpSTAR ticket is opened.
6. The HelpSTAR ticket is routed to the CTM who approves the request, moving it to the appropriate Purchasing queue (based upon funding source and new versus renewal).
7. Order is then verified and processed through IT Purchasing.

8. Order is received by IT Purchasing, licensure information recorded and the order is checked for its entirety. The item(s) received are placed in storage, An alert is sent to the purchasing school's CTM notifying receipt.
9. The complete order (where necessary) is then picked up and signed for by the purchasing school's CTM or CTM designee/TSS and transported and installed at the purchasing school
10. The CTM coordinates with Technology Support Specialist (TSS) to complete the installation and record addendum in the purchasing school's inventory records.